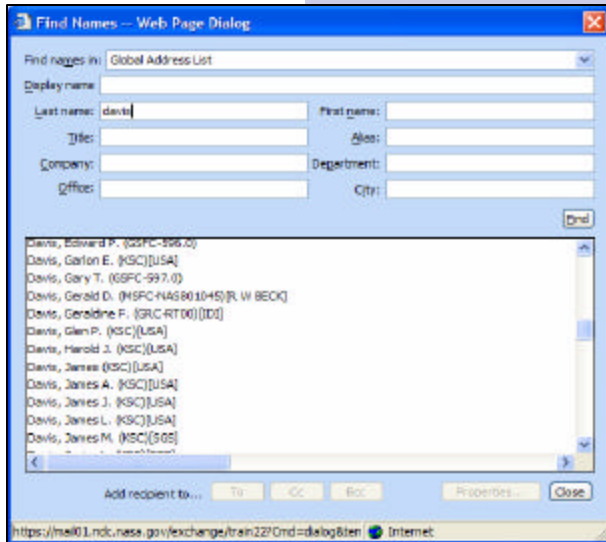


Address Book

The Address Book in OWA is different than you are used to in Outlook. To access the Global Address List, open a new message. Click on the **To** button to open up the **Find Names** dialog box. Fill out any of the fields with the information you know about the recipient and click **Find**. Scroll through the names listed in the results window to select the recipient, and click the **To**, **Cc**, or **BCC** button to address the message.

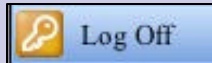


Click the **Close** button to return to the message.

Tips & Tricks

Logging Off

When you are done with OWA, click the **Log Off** button. This will prevent someone from clicking the **Back** button on your browser to read your email. Closing the browser window will give you the same security measure. This button is located in the top right hand of the OWA window.



Browser Versions

Your OWA experience may be different depending on the type of web browser and version you are using.

Personal Folders

Any mail stored in your **Personal** folder is not accessible in OWA because it is saved locally on your hard drive. You will be able to access any mail you have stored in your **Mailbox** folder because it is saved on the Exchange server. The **Mailbox** folder has a space limit of 100 MB, while the **Personal** folder has unlimited space.

Drag and Drop

In OWA you can move your messages between folders in your mailbox using the drag and drop feature. Select the message you wish to move and drag it to the new folder.

Note: You can also drag and drop several messages at a time using one of the following selecting techniques.

- To select consecutive items, **[Click]** on the first item and **<shift> [Click]** on the last item
- To select several non-consecutive items, **[Click]** on the first item and **<Ctrl> [Click]** additional items.

Out of Office Assistant

You can access the **Out of Office Assistant** by clicking the **Options** button in OWA.

COMPUTER TRAINING CENTER

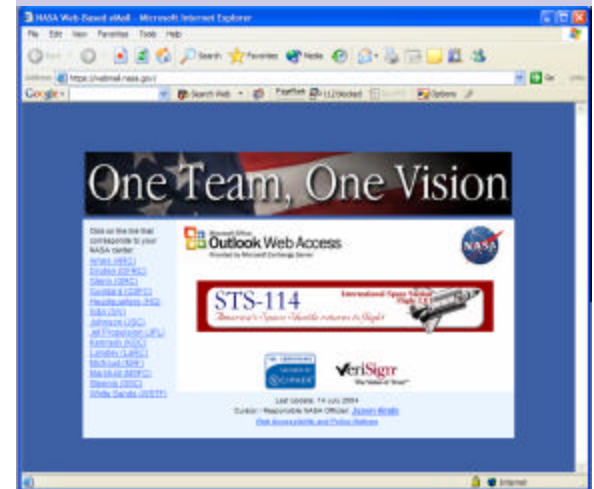
If you are interested in taking a class, please contact the Computer Training Center at 358-1111.

E-mail: ctc@hq.nasa.gov

Website: www.hq.nasa.gov/office/codec/codeci/ITservices/ctc/ctc.htm



HEMI Outlook Web Access



NASA Headquarters Computer Training Center

Logging into Outlook Web Access

Outlook Web Access (OWA) is a way for PC users to access email from a remote location using the internet and a web browser. In your web browser enter the following URL.

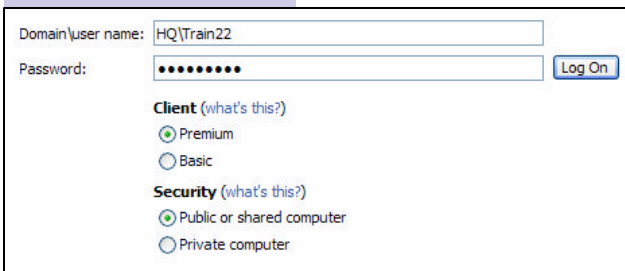
<https://webmail.nasa.gov>

Note: This is a secure web site and you will use "https", not "http".

Click on the Headquarters (HQ) link on the left hand side of the login link to access the system.

In the domain\username and corresponding password field, enter your HQ domain username and password.

Note: You must use the format HQ\USERNAME



There are two options below the login area, Client and Security, check which options are appropriate for the computer you are using to access your email.

Client (hide explanation)

☒ Premium

The premium client provides all Outlook Web Access features.

☐ Basic

The basic client provides fewer features than the premium client but offers faster performance. Use the basic client if you're on a slow connection.

Security (hide explanation)

☒ Public or shared computer

Select this option if you use Outlook Web Access on a public computer.

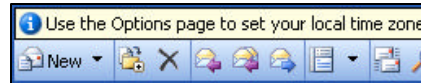
☐ Private computer

Select this option if you are the only person who uses this computer. Your Exchange server will allow a longer period of inactivity before logging you off.

Warning: By selecting this option you acknowledge that the computer complies with your organization's security policy.

Changing Time Zones

When you log into OWA using a machine that is in a different time zone you are presented with the following warning message.

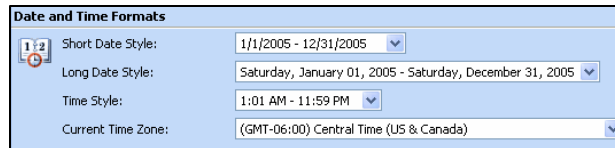


Note: You will want to adjust the local time zone so your messages, calendar, and reminders have the correct time.

1. Click the options button to change the time zone.



2. Scroll down until you see the **Date and Time Format** to change the current time zone.

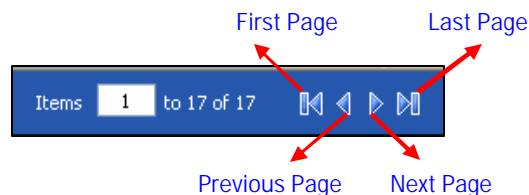


3. Click **Save and Close** button to complete the time zone change.



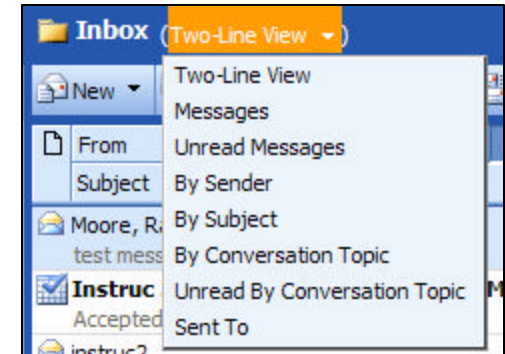
Mailbox Navigation

OWA is different than regular Outlook in that it displays 25 items a time on a page. You will need to navigate to the other pages to view all your items. The navigation bar is located in the upper right hand corner of your OWA window. The single arrows allow you to navigate page by page, while the arrows with the vertical lines allow you to navigate to the first and the last pages.



Changing Views

The default view in OWA is the two line view which shows the name of the sender with the subject line beneath. You may change this view to better suit your individual needs by clicking on the down arrow to the right of the folder name and selecting a different view.



Sorting

By default, messages in OWA are sorted by date received with the newest messages on top. You can change the way messages are sorted by clicking on the different column headings. The column headings are:

- Type
- From
- Received
- Subject
- Importance
- Attachments
- Flags



You can click on any of the column headings once to sort in ascending order, or single click twice to sort in descending order. The arrow in the column heading will show you how your folder is sorted and whether it is sorted in ascending or descending order. If the arrow is pointing down, it is in ascending order, and if it is pointing up, it is in descending order.

